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Approved For Release 2001/11/01 : CIA-RDP78-04836A000100040003-4

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 19 December 1960

FROM : Chief, Clerical Training

SUBJECT: Weekly Activity Report, No. 45, 13 December - 21 December 1960

1. Number in Clerical Orientation Training: During the week 12 December - 16 December 1960, there were 6 trainees in Clerical Orientation Training.

2. Number in Clerical Induction Training: During the week of 12 December - 16 December 1960, there were 28 trainees in Clerical Induction Training; of these, 16 entered classes for the first time.

3. Results of Official Agency Testing Administered in Clerical Induction:

(a) The results of the tests administered to the entrance-on-duty employees for the week 12 December - 16 December 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	4	1
Shorthand	3	1

(b) The results of the tests administered to clerical applicants for the week 12 December - 16 December 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	8	1
Shorthand	2	1

4. Clerical Refresher Training Program 104 Completed on 16 December 1960: In this Refresher Training Program, students were enrolled from the following Agency components: DDP, 17; DDI, 9; DDS, 11. The total number of students was 37. One member of the Intermediate Shorthand Dictation class, three members of the Advanced Shorthand Dictation class and three members of the Typing Techniques Review class met the requirements of the Agency Clerical Skills Qualification Tests during this program.

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5. Instructor Completes Course: Mrs. [REDACTED], Clerical Training faculty member, completed the course in Supervision on 16 December 1960.

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6. Instructor Selected: Mrs. [REDACTED] will serve as an instructor in Clerical Training during Mr. [REDACTED] absence from the staff from 1 February through May of 1961. She will report for duty in Clerical Induction on 16 January 1961. Mrs. [REDACTED] came into the office one day this week to secure copies of the textbooks she will be using on this assignment.

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7. Instructor on Leave: Miss [REDACTED] is on leave from 19 December 1960 to 9 January 1961. She will be married on Christmas Day to Mr. [REDACTED]

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